



Council for Educational Travel USA

Trainee/Internship Program Offer

(20029) Accounting Program – Marina Del Rey, CA



Program Duration: 18 months

Compensation: \$20.00 per hour

Housing: not provided

Host Company Description:

The host company is a textile company that designs and supplies textile goods for hotels, restaurants, and other hospitality spaces. They combine quality materials, smart design, and a fresh point of view. Marina del Rey, a part of Los Angeles, is known for its beaches, seafood, sunset views, and nightlife. Participants can rent kayaks and explore the marina, enjoy sunbathing at the beach, and enjoy the close convenience to the cultural experiences that Los Angeles has to offer!

Program Description:

- Transaction entry, categorization, and reconciliations
- Learn and operate QuickBooks, Excel, and Google Sheets for tracking, analysis, and reporting
- Prepare monthly commission reports for sales representatives
- Track accounts payable and receivable
- Support month-end close and assist in preparing financial reports (P&Ls, balance sheets, and cash flow summaries)

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **accounting/finance** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **accounting/finance** field acquired outside the United States OR 5+ years of experience in this field.
- Strong Excel skills, comfortable working in Google Suite
- Sharp attention to detail and accuracy, strong problem-solving skills
- Experience preparing financial reports

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title